



# Town of Amherst, NH

## BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room  
2 Main Street  
Monday, May 13, 2019

1       **1. Call to Order**

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3       Chairman Peter Lyon called the meeting to order at 6:30 p.m.

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5       Attendees: Chairman Peter Lyon, Selectmen Dwight Brew, John D'Angelo, Tom Grella,  
6       and Reed Panasiti. Also present: Town Administrator Dean Shankle.

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8       **2. Pledge of Allegiance** – Souhegan Regional Landfill District member, Steve Morgan,  
9       led the pledge.

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11       **3. Citizen Forum** - none.

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13       **4. Souhegan Regional Landfill District Presentation**

14       Souhegan Regional Landfill District (SRLD) members, Steve Morgan, Bruce Bowler, and  
15       Eric Hahn made a presentation to the Board. Mr. Morgan explained that the market  
16       determines *what* can be recycled, while the town determines *how* these items are recycled.  
17       The SRLD is made up of Amherst, Brookline, Hollis, and Mont Vernon.

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19       Mr. Morgan explained that China closed its borders in 2017 to all incoming recycling  
20       material. This was a large problem because it was the dumping ground for US materials.  
21       There is now a huge amount of recycling backing up, waiting to be processed.  
22       He believes the US is about 2-5 years away from being able to process its own materials.  
23       He stated that the Amherst Transfer Station is involved in source separation. This requires  
24       residents to sort items into 8 categories, and has a contamination rate of about 3-5%. The  
25       other option would be single stream. This is more convenient because it involves no  
26       sorting for the public, but has a contamination rate of about 15-20% and moves the burden  
27       of sorting to the operator.

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29       Mr. Morgan showed that in 2018 Amherst recycled approximately 200 tons of glass and  
30       about 7 tons of milk jugs. The lower tonnage items (milk jugs, aluminum) actually bring  
31       in more money than the higher ones.

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33       In response to a question from Selectman Brew, Mr. Morgan stated that single stream  
34       would cost the town more and have a higher contamination rate; however more people  
35       might decide to recycle due to it being more convenient.

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37       Mr. Morgan explained that the Transfer Station is interested in engaging with the public in  
38       more ways in order to increase public awareness and the number of people recycling.

In response to a question from Selectman Grella, Mr. Morgan stated that, in terms of greatest percentage recycled the SRLD towns are in this order: Hollis, Amherst, Brookline, Mont Vernon.

The Board discussed the possibility of the town hosting the webpage for the SRLD through the town website. The Board agreed that this was a good idea.

## **5. Administration**

### **5.1 Town Administrator's Report**

Town Administrator Shankle stated that the new Finance Director, Cheryl Eastman started today.

Town Administrator Shankle stated that the town's Memorial Day observation will be on May 31<sup>st</sup>, with the parade starting at 6pm. June 1<sup>st</sup> is the Preschool in the Village's Family Fun Day on the Green. June 14<sup>th</sup> is the Flag Day 5k Road race.

The Board discussed a Block Party being held on Standish Way on June 1<sup>st</sup> from 1-6pm.

*A MOTION was made by Selectman Grella and SECONDED by Selectman Panasiti to allow the residents of Standish Way to hold a Block Party on June 1<sup>st</sup>, on the condition that the road remains open to emergency traffic.*

*Voting: Voting: 5-0-0; motion passed unanimously.*

### **5.2 Copier Replacement Proposal**

Town Administrator Shankle explained that the copier replacements last went out to bid 4 years ago. The Board agreed to go out to bid on the copier replacements.

### **5.3 Budget Surplus/Requested Expenditures - APD**

Police Chief Reams explained that, due to 3 staff vacancies for the past 4-6 months, the department has about \$100,000 leftover in its budget. He is hoping to put these excess funds towards:

- Police Station Renovation Architecture Contract - \$38,000
- Police Station Renovation Hazardous Material Survey - \$1,230
- Police Station Renovation Furnishings – Locker Room - ~ \$30,000
- Two (2) Digital Speed Feedback Signs - \$6,850

Selectman Panasiti stated that he believes most of these funds should be returned to the taxpayers.

In response to a question from Selectman Brew, Chief Reams stated that he believes that if the excess money is used to fund some of the Police Station Renovation projects that the taxpayers will be asked to fund a less expensive capital reserve fund article for the Renovation next year.

*A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve the use of the surplus of \$76,080 from the Amherst Police Department for the purposes listed above.*

*Voting: 5-0-0; motion passed unanimously.*

#### 5.4 Budget Transfers - DPW

Town Administrator Shankle explained that this request is to move money from the Public Works Administrator line (\$88,400) to the DPW Highway & Streets line. He explained that the funds were primarily available due to the vacancy of the Assistant DPW Director position and would be used to increase the amount of road reconstruction that can be done.

*A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve the budget transfer of \$88,400 from DPW Overtime and Full Time Wages to Road Maintenance and to authorize the Board of Selectmen to sign the transfer.*  
*Voting: 5-0-0; motion passed unanimously.*

DPW Director Hahn explained that the Cemetery Trustees are looking for a higher level of service provided to them at the cemeteries by the DPW. This money will be reimbursed by the Trustees at the end of the year.

*A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to approve the budget transfer of \$9,500 from DPW Full Time Wages to Cemeteries Part Time Wages and to authorize the Board of Selectmen to sign the transfer.*  
*Voting: 5-0-0; motion passed unanimously.*

#### 5.5 Line Striping Bid

DPW Director Hahn explained that the total feet of line striping specified in the Request for Proposal was inaccurate for the past several years. The error did not cost the town, because it was only billed for the actual number of feet put down. He was able to correct this year's Request for Proposal and reduce the total length of yellow and white lines by about 46,000 feet.

*A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to award the Line Striping Bid to Industrial Line Striping in the amount of \$17,195.25 and to authorize the Town Administrator to sign all related documents on behalf of the Board of Selectmen.*  
*Voting: 5-0-0; motion passed unanimously.*

### 6. Approvals

#### 6.1 Charitable Solicitation Application

*A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to approve the NH Public Television agent Michael Joyce to conduct a door-to-door annual membership campaign during the month of May, 2019 from 3:00pm to 7:00pm Monday through Friday, and to authorize the Chairman to sign the registration for Michael Joyce, on behalf of the Board of Selectmen.*  
*Voting: 5-0-0; motion passed unanimously.*

#### 6.2 Hawkers & Vendors Application

*A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo to approve the Hawkers & Vendors application submitted by the Amherst Soccer Club to sell refreshments at the annual Memorial Day Soccer Tournament from May 25 through May*

132 27, 2019 and to authorize the Chairman to sign the registration for same on behalf of the  
133 Board of Selectmen.

134 Voting: 5-0-0; motion passed unanimously.

### 135 136 **6.3 Atlas Fireworks Retail Sales Permit**

137 A MOTION was made by Selectman Brew and SECONDED by Selectman Grella to  
138 approve the issuance of permit to sell Class C Permissible Fireworks to Atlas Fireworks  
139 for the period of one year, commencing May 14, 2019.

140 Voting: 5-0-0; motion passed unanimously.

### 141 142 **6.4 Payroll**

143 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to  
144 approve one (1) FY19 Payroll Manifest in the amount of \$201,354.31 dated May 9, 2019,  
145 subject to review and audit.

146 Voting: motion passed unanimously, 5-0-0.

### 147 148 **6.5 Accounts Payable**

149 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti,  
150 to approve one (1) FY19 Accounts Payable Manifest in the amount of \$341,607.28 dated  
151 April 30, 2019, subject to review and audit.

152 Voting: Motion passed unanimously, 5-0-0.

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154 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti,  
155 to approve one (1) FY19 Accounts Payable Manifest in the amount of \$2,922,264.00,  
156 dated May 1, 2019, subject to review and audit (School Disbursements).

157 Voting: Motion passed unanimously, 5-0-0.

### 158 159 **6.6 Previous Meeting Minutes – April 29, 2019**

160 A MOTION was made by Selectman Panasiti and SECONDED by Selectman D'Angelo,  
161 to approve the Board of Selectmen meeting minutes of April 29, 2019, as amended.

162 Voting: Motion passed unanimously, 5-0-0.

## 163 164 **10. Action Items**

165 Action items were reviewed by the Board.

## 166 167 **11. New/Old Business**

168 Selectman Grella explained that the Heritage Commission Chairman, Will Ludt, made a  
169 public presentation last Thursday on a stone wall project the group has been working on.

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171 Selectman Brew stated that the Cemetery Trustees Public Hearing on Forestview  
172 Cemetery will be held on May 23<sup>rd</sup> at 7pm.

## 173 174 **12. Non-Public Session, RSA 91-A II (b)**

175 A MOTION was made by Chairman Lyon and SECONDED by Selectman D'Angelo to  
176 enter into non-public session via RSA 91-A, II (b).

177 By roll call vote: D'Angelo: yes, Panasiti: yes, Brew: yes, Grella: yes, Lyon: yes, the  
178 motion passed unanimously.

179 *The Board entered Non-Public Session at 8:26 pm.*

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181 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*  
182 *come out of Non-Public Session.*

183 *By roll call vote: D'Angelo: yes, Panasiti: yes, Brew: yes, Grella: yes, Lyon: yes, the*  
184 *motion passed unanimously.*

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186 *The Board came out of Non-Public Session at 8:43 pm.*

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188 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Panasiti to*  
189 *adjourn the meeting at 8:44 pm.*

190 *Voting: Motion passed unanimously, 5-0-0.*

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198 **NEXT MEETING: May 28, 2019 - Tuesday**

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204 **SIGNATURE ON FILE**

**2019.05.28**

205 \_\_\_\_\_  
206 *Selectman Reed Panasiti*

\_\_\_\_\_  
*Date*